

TRANSMITTAL SLIP		DATE
		29 March 66
TO: [REDACTED] <i>3/30/66</i>		
ROOM NO.	BUILDING	
604	1016 / 16th Street <i>3/66</i>	
REMARKS:		
Per your telephone request of 29 March.		
[REDACTED]		
[REDACTED] <i>4-8-66</i>		
<i>Frances - File - CORRESP MGT</i>		
FROM: AEO-DD/S		
ROOM NO.	BUILDING	EXTENSION
7D-02	Headquarters	
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (57)

Felt Correspondence

WHAT IT COSTS TO COMMUNICATE

1. Letters and Memos Mailed to your Branch Offices

WORDS	20	50	100	200	500
Reply written on letter received	\$.23	\$.43	\$.67	\$1.23	\$ 2.91
Memo written by hand	.27	.47	.71	1.28	2.96
Letter dictated to a machine	.32	.44	.73	1.21	2.93
Letter dictated to stenographer	.37	.51	.87	1.49	3.73
Letter typed from longhand draft	.40	.60	.98	1.71	4.00

Principal costs are supplies, mailing; filing; and time of originator, recipient, stenographer and typist (valued at weighted average salaries of persons normally performing such work). Average letter on an 8 1/2" x 11" sheet has 300 words; on an 8 1/2" x 5" sheet, 100 words.

2. Letters and Memos Mailed to Other Companies

WORDS	20	50	100	200	500
Reply written on letter received	\$.13	\$.29	\$.45	\$.85	\$ 2.05
Memo written by hand	.17	.33	.49	.90	2.10
Letter dictated to a machine	.23	.31	.52	.84	2.08
Letter dictated to a stenographer	.28	.38	.66	1.12	2.88
Letter typed from longhand draft	.31	.47	.77	1.34	3.16

Principal costs are the same as Table 1 except that the cost for filing and reading in the recipient's office is not included. All letters are typed on 8 1/2" x 11" sheets.

3. Messages Sent by Private Wire

WORDS	10	20	30	40	50	100
Up to 500 miles	\$.16	\$.29	\$.43	\$.56	\$.69	\$ 1.40
500 - 1000 miles	.17	.30	.44	.57	.70	1.41
Over 1000 miles	.19	.32	.46	.59	.72	1.43

Principal costs are supplies, equipment rental; and time of originator, recipient and operators.

4. Telegraph Messages Sent to your Branch Offices

WORDS	15	25	30	40	50	100
75 miles	\$1.30	\$1.87	\$1.89	\$1.92	\$1.96	\$ 3.37
175 miles	1.41	2.04	2.06	2.09	2.13	3.65
325 miles	1.52	2.20	2.22	2.25	2.29	3.92
1000 miles	1.85	2.70	2.66	2.69	2.73	4.64
2100 miles	2.18	3.14	3.16	3.19	3.23	5.46

Principal costs are time of originator and recipient, and Western Union charges.

5. Telegraph Messages Sent to other Companies

WORDS	15	25	30	40	50	100
75 miles	\$1.27	\$1.83	\$1.84	\$1.86	\$1.88	\$ 3.21
175 miles	1.38	2.00	2.01	2.03	2.05	3.49
325 miles	1.49	2.16	2.17	2.19	2.21	3.76
1000 miles	1.82	2.66	2.61	2.63	2.65	4.48
2100 miles	2.15	3.10	3.11	3.13	3.15	5.30

Principal costs are the same as Table 4 except there is no cost for recipient.

6. Telephone Toll Calls to your Branch Offices

MINUTES	3	4	5	8	12	15
25 miles	\$.81	\$.97	\$1.18	\$1.81	\$2.66	\$ 3.31
50 miles	.97	1.24	1.51	2.30	3.38	4.19
75 miles	1.08	1.41	1.73	2.69	3.99	4.96
175 miles	1.36	1.74	2.12	3.24	4.76	5.89
325 miles	1.58	2.01	2.45	3.73	5.47	6.78
1000 miles	2.24	2.84	3.44	5.22	7.62	9.42
2100 miles	2.84	3.61	4.37	6.65	9.71	12.00

Principal costs are time of operators, caller and person called; and charge by telephone company.

7. Telephone Toll Calls to other Companies

MINUTES	3	4	5	8	12	15
25 miles	\$.55	\$.63	\$.76	\$1.16	\$1.69	\$ 2.10
50 miles	.71	.90	1.09	1.65	2.41	2.98
75 miles	.82	1.07	1.31	2.04	3.02	3.75
175 miles	1.10	1.40	1.70	2.59	3.79	4.68
325 miles	1.32	1.67	2.03	3.08	4.50	5.57
1000 miles	1.98	2.50	3.02	4.57	6.65	8.21
2100 miles	2.58	3.27	3.95	6.00	8.74	10.79

2-2
Records Creation
Correspondence
Mgt.

Recommendation No. 4 - Develop a Comprehensive Correspondence Management Program To Control Quantity and Improve Quality of Paperwork.

Correspondence management is a continuing program to streamline and improve our correspondence by:

- a. Developing style standards and procedures.
- b. Providing form letters and pattern correspondence as substitutes for costly dictated or drafted correspondence.

The results expected from correspondence management are:

- a. Better correspondence prepared by speedier, simpler and more economical means.
- b. Less paper to store in offices and in the Center.

We have installed a correspondence management program on a limited basis, for instance:

- a. Prepared and issued a Correspondence Handbook in 1955. It was revised at [redacted] request and submitted to Regulations Control in August 1963. It should be published.
- b. Promoted the use of forms letters in some offices. This should be extended throughout the Agency.
- c. Introduced the use of Letterex (tissue stationery with one-time carbon attached). It speeds typing.
- d. Installed a Speed Letter - a three-part memorandum used for informal communication between offices and/or field installation on which messages and replies can be typed or handwritten.

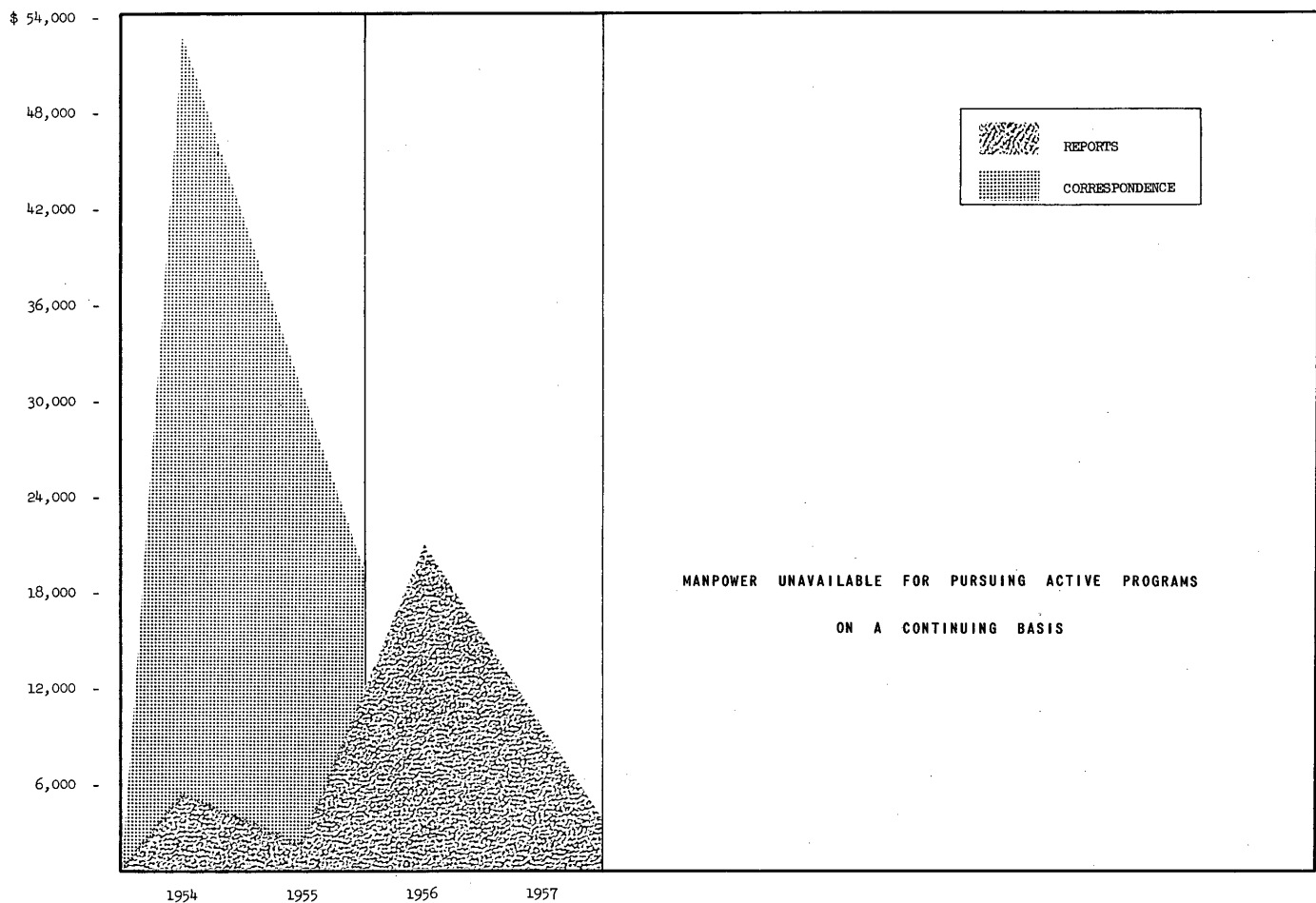
It is estimated that at least 8 million pieces of paper are created each year by cables, dispatches, inter office memorandums and letters. A significant portion of this paper occupies valuable office equipment and scarce office space. While a large percentage of that stored in offices is destroyed there, a considerable volume goes to the Records Center.

Discussed with [redacted]
5/22/64 - re-development of a
201670100
Correspondence Mgt Program and
Shank Shap. [redacted]

"The progress you are making in some functional areas toward eliminating duplicate holdings is gratifying, and I suspect that it may be in this area where we should find our greatest aggregate gain in the refinement of our record holdings. In this connection, the thought occurs to me that we might explore the feasibility of refining our correspondence procedures to require that the originator of any document indicate on all copies the destination of the record copy. That component, then, would bear the responsibility for establishing the disposition schedule. This need not necessarily be done before the Correspondence Handbook now in process is published, but might be considered as an amendment shortly thereafter, if it is considered feasible."

TANGIBLE SAVINGS REALIZED BY FISCAL YEARS

REPORTS AND CORRESPONDENCE MANAGEMENT



STAT

ADDITIONAL COPIES MAY BE
FOUND IN (FRONT) LAST
DRAWER OF
SAFE #9177.